

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Lender Name]  
[Lender Address]  
[City, State, Zip Code]

**Subject: Formal Dispute of Incorrect Demographic Information - Loan Account #[Your Account Number]**

To Whom It May Concern,

I am writing to formally dispute incorrect personal information associated with my loan account referenced above. Upon reviewing my records, I discovered that the following demographic information is currently listed incorrectly:

- **Incorrect Information Currently Listed:** [Describe the error, e.g., Incorrect spelling of name, wrong date of birth, or incorrect Social Security Number]
- **Correct Information:** [Provide the accurate information]

I have attached copies of the following documents as proof of my identity and the correct information: [List documents, e.g., Driver's License, Passport, Social Security Card, or Birth Certificate].

Please update your records immediately to reflect the correct information. I also request that you notify any credit reporting agencies to which you provide data regarding this correction to ensure my credit profile remains accurate.

Please provide written confirmation once these changes have been processed. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]